Student Rating Scale: No Ko Exposure - no experience or knowledge in this area Not Mastered - requires instruction and close supervision		te the	e stu			entering the appropriate number to indicate the degree lity readiness rather than the grades given in class.	ee of competency. The rating for each task	
Ethics 1. Demonstrate the use of equipment components (e.g., input, processing, and output devices) 2. Demonstrate the use of the operating system (e.g., login, opening software applications, and shut down) 3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management) Other: 0	0 1 2	No Exposure – no experience or knowledge in this area Not Mastered – requires instruction and close supervision Requires Supervision – can perform job completely with limited supervision						
Ethics 1. Demonstrate the use of equipment components (e.g., input, processing, and output devices) 2. Demonstrate the use of the operating system (e.g., login, opening software applications, and shut down) 3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management) Other: 1. Demonstrate correct keyboarding Prechniques Notes: 2. Demonstrate appropriate hand and arm position 3. Apply ergonomic standards to keyboarding 4. Apply touch alphabetic keyboarding skills 5. Apply touch numeric/symbolic keyboarding skills 6. Apply touch numeric keypad skills Other: Other: 2. Key at a predetermined level of accuracy 2. Key at a predetermined level of speed Other: Other: Other: Oth	0	1	2	13	Α.	Demonstrate Basic Computer Knowledge and	Notes:	
(e.g., input, processing, and output devices) 2. Demonstrate the use of the operating system (e.g., login, opening software applications, and shut down) 3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management) Other: 0	Ľ		_			Ethics	Trotes.	
(e.g., login, opening software applications, and shut down) 3. Demonstrate file management (e.g., formatting, copying, folder organization, and disk management) Other: 0 1 2 3 B. Use Proper Keyboarding Techniques Notes: 1. Demonstrate correct keyboarding posture 2. Demonstrate appropriate hand and arm position 3. Apply ergonomic standards to keyboarding 4. Apply touch alphabetic keyboarding skills 5. Apply touch numeric/symbolic keyboarding skills 6. Apply touch numeric keypad skills Other: 0 1 2 3 C. Demonstrate Keyboarding Skills 1. Key at a predetermined level of accuracy 2. Key at a predetermined level of speed Other: 0 1 2 3 D. Apply Formatting Skills Notes: 1. Demonstrate vertical/horizontal alignment 2. Demonstrate vertical/horizontal alignment 3. Change line spacing						(e.g., input, processing, and output devices)		
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Demonstrate vertical/horizontal alignment Demonstrate justification options Change line spacing	Δ	1	2	2	Ъ	Apply Formatting Skills	Notos	
3. Change line spacing		1		3	_		TAULES:	
					2.	Demonstrate justification options		
4. Create various types of tab settings					3.	Change line spacing		
					4.	Create various types of tab settings		
		<u> </u>		1				

Keyboarding and Keyboard Applications

Name: _

		5. Change margins
		6. Apply font changes (e.g., size, style, and enhancements)
		7. Demonstrate multi-column layout
		8. Insert graphics into documents
		9. Use correct spacing for punctuation
		10. Use correct spacing for symbols
		Other:

Λ	1	2	3	E.	Demonstrate Communication Skills	Notes:
U	1	_ <u></u>	3			Notes:
				1.	Use appropriate keyboarding terminology	
				2.	Use proofreader's marks	
				3.	Proofread copy	
					· · · · · · · · · · · · · · · · · · ·	
				4	D :	
				4.	Revise copy	
				5.	Use correct grammar	
					C	
				6.	Apply punctuation rules	
				0.	Appry punctuation rules	
				7.	Apply capitalization rules	
				8.	Apply number expression rules	
				0.	Appry number expression rules	
				9.	Compose complete sentences and paragraphs	
				10	Compose a document	
				10.	compose a accament	
				1 1	C :1	
				11.	Compose an e-mail message	
				12.	Apply software communication features (e.g.,	
					thesaurus, spelling, and grammar check)	
		<u> </u>		Oth		
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0	1	2	3	F. Produce Business Documents	Notes:
				Basic	
				Produce mailable letters (e.g., personal and business)	
				2. Produce mailable letters using various styles	
				3. Produce memoranda using various styles	
				4. Address envelopes	
				5. Produce reports in accepted styles	
				6. Produce a title page	

				Other:	
				3. Adhere to schedules and deadlines	
				2. Maintain a well-organized workstation	
				1. Follow instructions	
0	1	2	3	G. Demonstrate Employability Skills	Notes:
				Other:	
				24. Complete an application form	
				23. Prepare a letter of application	
				22. Prepare a resume	
				21. Prepare a news release	
				20. Prepare an itinerary	
				19. Prepare minutes	
				18. Prepare an agenda	
				17. Prepare an invoice	
				16. Prepare a purchase order	
				15. Produce a table of contents	
				14. Produce an outline	
				13. Prepare mailing labels	
				12. Produce a letter using mail merge	
				11. Produce a mailable multi-page letter	
				leaders, decimals, source notes, and totals) Advanced	
				secondary, and columnar) 10. Format a table with special features (e.g., dot	
				9. Format a table using headings (e.g., main,	
				8. Format a table	
				7. Produce a reference page	